

ABSTRACT OF THE DISCLOSURE

An image sensor scans a document which is transported by an image sensor drive mechanism section and is placed on a document glass plane. At this time, an ADF scan operation is performed when a document transport mechanism section is used for transporting documents. Otherwise, a manual-feed scan operation is performed. A CPU accepts a specification whether to scan the next document each time an ADF or manual-feed scan operation terminates. When an operation to scan the next document is specified, the ADF or manual-feed scan operation is performed. The ADF or manual-feed scan operation generates image data until a specification is issued to complete document scanning. The CPU uses image memory to store the generated image data corresponding to each page in a series of documents arranged in the order of scanning.